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Job details

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Bulletin Number	186BR
Type of Recruitment	Noncompetitive Job Opportunity
Department	Registrar-Recorder/County Clerk
Position Title	ELECTION ASSISTANT II, NC/TEMPORARY (TRUCK DRIVER)
Additional Title	Truck Driver
Rebulletin Information	This announcement is a rebulletin to update License(s) Required information. Persons who have already applied within the last twelve (12) months need not reapply, but may submit additional information by the last day of filing. The information must include your name and the correct examination title and number.
Exam Number	E9313A
Filing Type	Open Continuous
Filing Start Date	01/01/2011
Filing End Time	5:00 pm PST
Salary Type	Hourly
Salary Minimum	19.56
Salary Maximum	19.56
Position/Program Information	Performs one or more of a variety of assignments essential to the conduct of elections and related functions of the Department of Registrar-Recorder/County Clerk. Positions allocable to this intermediate level class work under the supervision of an Election Assistant III or other higher level supervisor driving a truck to transport election materials. Some assignments may require frequent heavy lifting over 25 lbs. combined with bending and stooping.
Essential Job Functions	Drives a truck up to 24 feet in length with standard or automatic transmission on an assigned route to deliver and pick-up election materials and supplies in a safe and secured manner;

Loads and unloads election materials and supplies;

Records pick up and delivery schedules and items delivered.

Records vehicle records of usage, mileage, services, maintenance, repairs, and other related information.

Oversees a truck helper as needed.

Requirements

Minimum Requirement: Six months experience driving a truck in pick-up or delivery service.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)
Required**

A valid California Class "C" Driver License is required to perform job-related essential functions.

Candidates must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked.
AN APPLICANT WHOSE DRIVING RECORD SHOWS CERTAIN SERIOUS TRAFFIC CONVICTIONS OR PATTERNS OF TRAFFIC VIOLATIONS (E.G., THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE PAST TWO (2) YEARS, FAILURE TO APPEAR, AT-FAULT ACCIDENTS, AND DRIVING UNDER THE INFLUENCE) WILL NOT BE APPOINTED.

**Special
Requirement
Information**

Selected candidates must attend a comprehensive four-hour paid training.

**Examination
Content**

This is a noncompetitive examination. This examination is intended to merely list qualified applicants.

**Special
Information**

Appointees will be required to work any shift, including evenings, weekends, and holidays.

FINGERPRINTING AND SECURITY

CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

**Vacancy
Information**

The resulting eligible register for this examination will be used to fill temporary vacancies in the Department of Registrar-Recorder/County Clerk. The eligible register will be used for temporary employment only.

**Eligibility
Information**

Successful candidates will be placed on the eligible register for a period of twelve (12) months from the date of promulgation.

Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three or more names on the list of persons entitled to veteran's credit.

RETAKE:

No person may reapply for this examination more than once every twelve (12) months.

Available Shift
Application and
Filing
Information

Any

INSTRUCTIONS FOR FILING ONLINE: A

standard County of Los Angeles Employment Application for this examination must be completed online. Applications will not be accepted by mail, fax, or in person. Applicants must either upload required documents as attachments during application submission or fax a copy of the required documents to (562) 462-1373 within five (5) calendar days of filing online. Please include the exam number and exam title.

Apply online by clicking on the tab above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application, and get notified of your progress by e-mail.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **MINIMUM REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC

LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County or at Registrar-Recorder/County Clerk Human Resources office located at 12400 Imperial Highway, Room 2204, Norwalk, CA 90650.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

NOTE: [Veteran's Credit Information for Non-competitive Examination](#). In an open, non-competitive examination, successful applicants shall be placed on an eligible register, without indication of relative standing in the examination. The appointing power may appoint any one of the

names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three more names on the register of persons entitled to veteran's credit.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Damian Cousin
Department Contact Phone	(562) 462-2282
Department Contact Email	hrrecruitment@rrcc.lacounty.gov
ADA Coordinator Phone	(562) 462-2285
Teletype Phone	(800) 735-2922
California Relay Services Phone	(800) 899-4099
Alternate TTY Phone	(800) 897-0977
Job Field	General Government Services/Other
Job Type	All Others

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